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21 August 1969

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MEMORANDUM FOR: Director of Special Activities

SUBJECT: Personnel Manning Policy and Plan  
for Project [REDACTED]

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REFERENCE: Project [REDACTED] Concept of Operations  
[REDACTED] 001-69) dated 10 March 1969

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1. The purpose of this memorandum is to establish the policy and planning guidelines for the manning of Project [REDACTED]. These guidelines are to be used to implement the policy of that portion of the Project [REDACTED] Concept of Operations that pertains to personnel manning. (Para 5.b. Reference)

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2. As this program has been established and sponsored by the CIA, for the expressed purpose of providing the Agency with a unique covert intelligence vehicle, it will be supported primarily through Agency resources. In keeping with these overall program philosophies, the following plan is to be used for the orderly acquisition of personnel for this build up period of the program. (FY 1970 - FY 1971)

a. Project Headquarters:

(1) An [REDACTED] Division has been established within the Operations Directorate of OSA. This Division will be authorized a total of five positions. At the present time, (through end of FY 1970) these five positions are to be assimilated from within the current OSA ceiling. Beginning FY 1971 these five positions will, for the first time, be identified as [REDACTED] positions in correspondence outside OSA. (CPC, budget papers, etc.)

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GROUP 1  
Excluded from automatic  
downgrading and  
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(2) The manning (present and projected) and proposed grades of these five positions are as follows:

(a) Chief, [redacted] Division - GS-15,  
incumbent [redacted]

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(b) Deputy Chief, [redacted] Division - GS-14, unmanned. It is planned that the individual who is to eventually become the Field Unit's Program Director (FPD) will be slotted against this position during the remainder of FY 1970. This individual will actually work in the capacity of Deputy Chief of [redacted] Division during this time frame. In this manner, invaluable experience can be both gained and utilized by the program's key personnel during the initial stages of the Project. Beginning in FY 1971 and after the departure of the FPD to the field, this position will be filled by a permanent Headquarters assignee.

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(c) Operational Planning Officer - GS-13,  
incumbent [redacted]

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(d) ADP Programs Officer - GS-13.  
The individual selected for this position will of necessity be recruited from the Office of Computer Services. It is planned that this position is to be filled NLT 1 January 1970. The recruitment of this individual can be accomplished against the current [redacted] authorized slots, without an increase in the authorized OSA manpower ceiling.

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(e) Secretary-Steno - GS-6, incumbent [redacted]

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b. Field Unit:

(1) The recruitment of personnel (39 total) for the Project Field Unit will begin at the start of FY 1971. Recruiting of the Field Unit personnel will be phased over the first six months of that fiscal year. The first

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of the Unit personnel to be recruited will be those considered essential to the organization of the Field Unit. The remainder of the personnel will be assigned as requirements dictate, but not later than 1 January 1971. The initial goal of this Field Unit manning plan is to have sufficient personnel available to start training by 1 January 1971. The ultimate goal is to have the Unit trained and Operationally Ready by 1 July 1971.

(2) Manning of the Field Unit will be with Agency staff, Agency contract and commercial contract personnel. Maximum use of the Agency contract and commercial contract personnel for the Field Unit will be accomplished. Agency staff positions will be required in the FPD and MFS positions, as well as for the Security and Commo field positions.

(3) The phasing-in process of the Field Unit personnel and their proposed grades are planned as follows:

(a) During the first quarter of FY 1971 it is planned that the following positions of the Field Unit will be manned at Area 51:

Field Program Director - GS-15

(Agency staff position)

Manager Flight Systems - GS-14

(Agency staff or Agency contract position)

Manager Systems Support - GS-14

(Either Agency staff, Agency contract or commercial contract)

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Security Officer - GS-14

(Agency staff position)

Commo Operations Officer - GS-14

(Agency staff position)

Administrative and Finance Officer - GS-12

(Either Agency staff, Agency contract or commercial contract)

Logistics Specialist - GS-11

(Agency contract position)

Property Accounts Specialist - GS-9

(Agency contract position)

Field Unit Guard Force

(Five Agency contract positions)

(b) Beginning second quarter of FY 1971 it is planned to have the following additional Field Unit positions manned at Area 51:

Two Electronics Engineers - GS-13, GS-12

(Agency staff positions)

One Electronics Specialist - GS-11

(Agency staff position)

Warehouse Specialist - GS-7

(Agency contract position)

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(c) Beginning the third quarter of  
FY 1971 it is planned to have the following additional  
Field Unit positions manned

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Security Officer - GS-13

(Agency staff position)

Two ADP Specialists

(Agency staff or Agency contract positions)

Two Commo Tech. -Crypto - GS-9, GS-8

(Agency staff positions)

Three Clerks

(Agency staff or Agency contract positions)

Two Flight Directors - GS-13

(Agency contract or commercial contract positions)

Two Navigation Systems Operators

(Agency contract or commercial contract positions)

Two Payload Systems Operators

(Agency contract or commercial contract positions)

Eight Technical Representatives

(Commercial contract positions)

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4. Proposed FY 1971 Manning Plan overview of field positions requirements:

a.	<u>Agency Staff Positions</u>	<u>No.</u>
	Field Program Director	1
	Manager Flight System	1
*	Manager System Support	1
	Security Officers	2
	Commo Officers	6
*	Administrative Officer	1
*	ADP Specialists	<u>2</u>
	Total	14
	(Authorized 18 - 12 staff positions and 6 commo)	
b.	<u>Agency Contract Positions</u>	<u>No.</u>
**	Flight Directors	2
**	Navigation Systems Operators	2
**	Payload Systems Operators	2
	Logistics Specialist	1
	Property Accounts Specialist	1
	Warehouse Specialist	1
*	Clerks	3
	Guards	<u>5</u>
	Total	17
c.	<u>Commercial Contracts</u>	<u>No.</u>
	Technical Representatives	8
*	Either Agency Staff, Agency Contract or Commercial Contract.	
**	Either Agency Contract or Commercial Contract.	
d.	End FY 1971 Total Field Strength	39

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5. Beginning FY 1972 the remainder of the Field Unit's personnel will be recruited. These positions are as follows:

a.	<u>Agency Staff Positions</u>	<u>No.</u>
	Security Officer	1
	Commo Operations Officer	1
	Commo Electronic Engineers	2
	Commo Electronic Specialist	1
	Commo Tech. -Crypto or Radio	<u>2</u>
	Total	7
b.	<u>Agency Contract Positions</u>	<u>No.</u>
	** Flight Directors	2
	** Navigation Systems Operators	2
	** Payload Systems Operators	2
	* ADP Specialists	<u>2</u>
	Total	8
	* Either Agency Staff, Agency Contract or Commercial Contract.	
	** Either Agency Contract or Commercial Contract.	
c.	Total FY 1971 Field Strength	54

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6. This memorandum is to be used for planning purposes only. This manning plan is based on minimum or bare bones manning requirements for this Project. As experience is gained on this unique program, these manning requirements will be subject to continuing review and modifications as required. However, the established manning policy for this program will be to hold the manning at the minimum level required to effectively perform the mission. This minimum manning will of necessity require selection of the best

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possible personnel, and will require that these personnel perform to the maximum of their capabilities. Only through the selective recruitment of personnel, (and effective cross training of those selected) can this unique program achieve its manning policy goals.

[Redacted]

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Colonel, USAF  
Deputy for Operations, OSA

APPROVED:

[Redacted]

Director of Special Activities

14 Sept 1969  
Date

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AQUI/O/OSA:

[Redacted]

(21 August 1969)

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Distribution:

- 1 [Redacted]
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